	United States Department of Agriculture Office of the Chief Financial Officer National Finance Center Government Employees Services Division

Functional Requirements Document (FRD)		
Project#	**Project Title:**	**Date Prepared:**

Systems Requirements Branch (SRB)Contact Information		
Project Owner	E-Mail Address	Phone Number:

Client Management Branch (CMB) Contact Information		
Project Owner	E-Mail Address	Phone Number:

Version 1.0   **As of:**
Requesting Official will change Version number and 'As of' date only when a revised FRD is submitted, e.g. Version 1.0.1

Requesting Official
Agency official authorized to submit Software Change Request (SCR) to the Government Employees Services Division (GESD).

Department/Agency:	Agency Control Number: (If available)
Requesting Official	Contact Person
Name:	Name:
E-Mail Address:	E-Mail Address:
Phone Number:	Phone Number:

Agency Requested Revised Implementation date:
(Must be accepted by Project Owner)

Agency Requested Revised Requirements:
(Must be accepted by Project Owner)

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Scope:	>>>>> Completed by SRB <<<<<

Assumptions:	>>>>> Completed by SRB <<<<<

Functional Requirements

To be completed by the responsible person (Project Owner or SRB representative) before being sent to the agency.

Payroll Systems Branch (PASB) Requirements

>>>>> Insert <u>PASB</u> Requirements Here or "Not Applicable" <<<<<

Personnel Systems Branch (PESB) Requirements

>>>>> Insert <u>PESB</u> Requirements Here or "Not Applicable" <<<<<

Administrative Applications Systems Branch (AASB) Requirements

>>>>> Insert <u>AASB</u> Requirements Here or "Not Applicable" <<<<<

Web Applications Systems Branch (WASB) Requirements

>>>>> Insert <u>WASB</u> Requirements Here or "Not Applicable" <<<<<

Human Resources Applications Staff (HRAS) Requirements

>>>>> Insert <u>HRAS</u> Requirements Here or "Not Applicable" <<<<<

Signature of Project Owner: **Date:**

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AGENCY FRD Checklist

To be completed by Agency Project Officer (APO) and returned to NFC with signed FRD. Questions should be directed to the appropriate NFC Client Management Branch Team Mailbox.

Tasks	Yes	No	Comments
1. **Assign Agency Project Officer (APO).** APO to provide SSNs to be tested, T&As, Security Requests, etc. to NFC			
2. **Customer receipt of Rough Order of Magnitude (ROM)**			
3. **Interagency Agreement (IA) received by Agency** (Financials and Requestor)			
4. **Customer Analyze Payback - Go/No Go Decision-**Notify NFC.GESDRequest@USDA.GOV			
5. **Agency would like to Participate in UATs or Waiver provided**			
6. **Submit Testing Requirements (**Testing requirements include identifying the systems/applications to be tested (HCUP, PAYE Process, etc), the NOA that will be used, the test results you are expecting (Earnings & Leave Statements (E&Ls), SF-50s, and if you want to received the Biweekly Examination Analysis and Reporting (BEAR) Download, Reports, etc).			
7. **Signed IA sent back to NFC prior to work beginning**			
8. **Signed concurrence of FRD sent back to NFC prior to work beginning.**			

I have read and concur with the functional requirements as outlined in the FRD.
Authorized Department / Agency Signature: **(Return the signed FRD to NFC two (2) weeks**   **Date:**   **from date received.)**

Please Read Before Signing:
The FRD is provided to the requestor from GESD to ensure software requirements for application modifications, reconfigurations and redevelopments are properly understood by GESD's Staff and to obtain preliminary customer approval of the continuation of work on the request.

Also, requests to modify this FRD could change the proposed implementation date. Change requests should be made in concert with the Project Owner so that the requirements and the revised scope of the software change can be understood by both parties. Unilateral changes to the FRD are not acceptable.

Please note, continuation of work on this request does not begin until customer approval has been received, and if required, the memorandum of understanding and / or interagency agreement has been approved and signed.

When requesting a revised implementation date, please be sure to factor in adequate time for User Acceptance Testing (UAT), to ensure a timely implementation of your request.

Revised implementation date requests will be addressed on a project by project basis. Current Scheduled Release considerations will be a factor when evaluating each implementation date revision request.